

✓ 1. Understand the Objective & Audience

Define the event's core purpose

Identify primary and secondary audiences

Clarify key messages and intended outcomes

✓ 2. Know the Protocols

Confirm VIP ranking and seating arrangements

Align agenda with official ceremonial order

Coordinate flag placements and anthems

Follow official dress codes and permissions

✓ 3. Choose a Venue That Ticks Every Box

Venue approved by relevant authorities

VIP access and secure holding areas available

Check for AV infrastructure and translation facilities

✓ 4. Prioritize AV & Translation Needs

Arrange for simultaneous interpretation (if needed)

Ensure podium and panel microphones are tested

Set up live stream or event recording

Prepare backup AV systems

✓ 5. Security Comes First

Share floor plan and guest list with security

Confirm timeline of VIP arrivals

Provide emergency evacuation plan

Ensure all technical systems pass security check

 **6. Plan with Precision**

Create a minute-by-minute show flow

Schedule technical and protocol rehearsals

Prepare scripts and cue sheets for hosts

Mark timed cues for national anthems or video playback

 **7. Communication & Coordination**

Assign point of contact for government liaison

Designate an on-site floor manager

Establish internal communication channels

 **8. Post-Event Follow-Up**

Prepare highlight video and photo gallery

Submit attendance and media coverage report

Schedule debrief with protocol officer

 **Tip:** Print this checklist or use it digitally to stay on track during planning.

 Need professional support for your government event? Contact Topaz Events — trusted by leading government bodies across the UAE.